

# **JAMM 498 Internship Requirements**

## **School of Journalism and Mass Media**

**[www.class.uidaho.edu/jamm](http://www.class.uidaho.edu/jamm)**

**Basic Requirements.** Applicant must have a declared major or minor in Journalism and Mass Media, have junior class standing or better (58 credits minimum), meet the overall 2.5 GPA graduation requirement and complete the attached application form before registering for an internship.

**Registration.** Students must register for JAMM 498 for the semester or summer session in which the internship occurs. You CANNOT register for an internship online. You will receive an add slip from JAMM after you have submitted your application and job description. You may register for one, two or three credits per internship depending upon the criteria listed in the next section. No more than six credits of JAMM 498 may apply to the 128 needed for graduation. Student should seek the written approval of their adviser before taking the forms to the JAMM internship coordinator.

**Credits.** A maximum of six internship credits may be used in the JAMM degree program, based on the following criteria. One credit: observation and general work-related duties as assigned; two credits: above plus demonstrated work product; three credits: all of the previous plus demonstrated competence in the work environment.

**Fees.** Students registering for summer internships and ones during the intersession between the fall and spring semesters will be charge a fee per credit hour. The fee amount is listed at the Registrar's Office website.

**Evaluation Forms.** Student and internship supervisor (in the work place) should agree to an initial work plan. They must also agree to complete and return the attached mid-term and final evaluation forms to the School of Journalism and Mass Media. The supervisor is expected to discuss the evaluation with you before returning it to the School. These forms are meant to provide criteria on which your supervisor can evaluate your work.

**→The return of the completed and signed evaluation forms and final report is your responsibility. No evaluations, no credits.**

**Guidelines for JAMM internships.** In addition to basic requirements listed above, students should keep in mind the following guidelines.

**A. Internships may be through one of the following:**

- For news: a newspaper, Internet news service, traditional news service, television or radio news organization
- For PR: a PR agency or public relations department within a corporation, not-for-profit or charitable organization or educational institutions.
- For advertising: an advertising agency or an advertising division within a corporation, not-for-profit or charitable organization and media sales.

- For broadcasting and digital media: a radio station, TV station, an Internet or corporate video organization or other audio/video or film organization.
  - Other organizations will be considered on an individual basis.
  - Internships are meant to provide students with exposure to work environments and provide them with experience and skills necessary in today's professional media workplaces. Students should make sure their intended internship is relevant and helpful to their professional aspirations.
- B. Internships should be for one semester with one supervisor.** Different experiences are viewed as more productive than one long internship for the same organization, in which the student expects to earn six credits. Under extraordinary circumstances for organizations that desire a student for a longer experience, the student should prove his/her duties and obligations within the organization changes sufficiently, to demonstrate higher expectations, professional growth and more responsibility.

**Final Report.** Students must submit a final written report and work samples the last week of the semester in which the internship is completed. The report must be typed and double-spaced, and should be no longer than three pages. It should address the following points:

**A. The quality of the internship experience**

- What did you learn?
- In which areas do you still need to improve or refine your knowledge and skills?
- If you could do it over, what would you do differently?

**B. The organization and supervision**

- Describe for whom you worked.
- How did your work contribute to the organization or workplace?
- Describe the feedback you received from your supervisor and fellow workers.
- If the organization offered you a job, would you take it? (Why or why not?)

**C. Additional comments**

- If you have additional comments not covered in the above A and B, please add them.
- Do you think your internship helped prepare you for work after college?

**Final Grade.** Internships are graded on a pass/fail basis only. **Failure to submit the completed mid-term and final evaluation forms and a final written report by the end of the term enrolled may result in a failing grade.**

**Questions/concerns/problems.** Contact the JAMM internship coordinator with questions or concerns that might arise during the internship (jammintern@uidaho.edu).